

NVLAP ASSESSOR PERFORMANCE EVALUATION

This form is used by NVLAP evaluators (see APM 22.02) for the purpose of evaluating an assessor's performance during an on-site assessment. It is used to record positive feedback on areas of good performance and as an opportunity to identify areas for improvement and training needs.

This form is completed by the evaluator after the assessment. The information on the form is shared with the assessor being evaluated, and the form is signed by both the evaluator and the assessor. The NVLAP Program Manager (if different from the evaluator) then reviews and signs the completed form and ensures that it is filed in the records of the assessor who was evaluated.

NAME OF ASSESSOR BEING EVALUATED	NAME OF EVALUATOR
DATE(S) OF OBSERVATION	LAB CODE OF FACILITY ASSESSED

ASSESSOR'S ROLE DURING THE ON-SITE ASSESSMENT:

☐ MANAGEMENT ASSESSMENT; ☐ TECHNICAL ASSESSMENT; ☐ BOTH

RATE THE ASSESSOR IN THE FOLLOWING AREAS:		Poor	Fair	Good	Very Good	Excellent
1.	Understanding of NVLAP policies	(1)	(2)	(3)	(4)	(5)
	Comments					
2.	Understanding and application of NIST Handbook 150 requirements	(1)	(2)	(3)	(4)	(5)
	Comments					
3.	Audit skills (questioning, listening, data gathering)	(1)	(2)	(3)	(4)	(5)
	Comments					

NVLAP ASSESSOR PERFORMANCE EVALUATION (continued)

RATE THE ASSESSOR IN THE FOLLOWING AREAS:		Poor	Fair	Good	Very Good	Excellent
4.	Participation in opening and closing meetings	(1)	(2)	(3)	(4)	(5)
Comments						
5.	Technical skills (evaluation of uncertainty, traceability, technical discussions)	(1)	(2)	(3)	(4)	(5)
Comments						
6.	Demeanor (interaction with laboratory staff and management)	(1)	(2)	(3)	(4)	(5)
Comments						
7.	Ability to work under pressure	(1)	(2)	(3)	(4)	(5)
Comments						
8.	Writing skills (note taking, report writing)	(1)	(2)	(3)	(4)	(5)
Comments						
9.	Oral presentation skills (communications and inputs to opening/closing meetings)	(1)	(2)	(3)	(4)	(5)
Comments						
SIGNATURES (TO BE SIGNED AT FOLLOW-UP DISCUSSION)						
EVALUATOR		DATE				
ASSESSOR BEING EVALUATED		NVLAP PROGRAM MGR. (IF DIFFERENT FROM EVALUATOR)				